



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

**Issue Date:** October 13, 2015

☒ Employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

**Posting No.:** 305-15

☐ Interested individuals who meet the stated requirements

**TITLE:** Classification Officer 2 **SALARY:** \$56,408.42- \$80,018.75

**LOCATIONS:** Classification Unit, Garden State Youth Correctional Facility, Yardville NJ

**JOB DESCRIPTION:**

Under direction of a Classification Officer 3 or other supervisory official, applies state and federal laws and department regulations governing the level of security, status, transfer, and involuntary commitment of inmates; classifies inmates using the Objective Classification System; coordinates inmate records, checks inmate progress, calculates sentence expirations, and prepares materials for use by the Bureau of Parole, State Parole Board, and other committees; does other related duties.

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**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by \*twenty four (24) semester hour credits in a combination of any of the following areas: criminal justice, legal research, law, sociology, psychology, or other related areas of the behavioral or social sciences.

**NOTE:** Applicants who have successfully completed the \*24 semester hour credits listed above but who do not meet the remaining education requirement may substitute additional experience as indicated on a year-for-year basis with \*thirty (30) semester hour credits being equal to one (1) year of experience.

**EXPERIENCE:** Three (3) years of experience in program delivery or development in providing education, habilitative, or social services for persons with emotional, social, or behavioral problems, or, experience in the review of records and classification of inmates which shall have included providing recommendations for vocational and other rehabilitation programs, and/or probation or parole work with inmates of a penal or correctional facility.

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**PLEASE INCLUDE RESUME, POSTING TITLE AND NUMBER IN YOUR RESPONSE. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES [**\*AND COPY OF DEGREE OR TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE)**] MUST BE POSTMARKED NO LATER THAN October 27, 2015.**

Forward Response To:

Shaun Connell, Personnel Assistant 4  
Regional Personnel Services, Region 1  
Garden State Youth Correctional Facility  
PO Box 11401  
Yardville, NJ 08620

**Emailed resumes are to be  
sent only to:**

**Shaun.Connell@doc.nj.gov**